NON O/TR TRAINING

1. **O/RR**

    a. Indoctrination Lecture

    (1) 10 hours
    (2) Inter-relationships between O/RR and other Agency offices
    (3) Once per month (currently)
    (4) Eleven instructors (3 - O/RR, 1 - O/SO, 5 - O/CD, and 2 - O/O.)
    (5) 20 students

    b. Industrial Motion Picture Training

    (1) To indoctrinate analysts of D/I in the physical aspects of the Division mission.
    (2) Short industrial movies on industrial projects which pertain to O/RR

2. **O/SI**

    a. Emphasis has been on-the-job training of all new personnel.

    b. O/SI is preparing an internal O/SI orientation course for newcomers with at least 3 weeks' on-the-job experience. (Discuss inter-relationships between O/SI and other CIA Offices, etc.)

3. **O/O, FDD**

    a. Introductory Russian Language Course

    (1) 3 months duration (@3 days per wk. - 0830 to 0930)
    (2) To equip clerical personnel with minimum Russian facility and to give refresher instructions in grammar.
    (3) Course is open to other CIA personnel
    (4) No repeat course planned

    b. General, unscheduled on-the-job training.

4. Commo

    a. Staff Radio Training Course

        (1) Instruction in the sending and receiving of international Morse code, radio theory, maintenance of Agency equipment, Agency equipment, Agency signal, and Agency procedures.

        (2) 12 weeks duration

        (3) Continuing basis course - new classes start every 2 weeks

        (4) 13 instructors

        (5) 80 students now enrolled (facilities for 220)

    b. Teletype and Power Equipment Training Course

        (1) Training in the electrical and mechanical components of the teletype and power equipment utilized

        (2) 8 weeks duration

        (3) Continuing basis - new classes bi-weekly

        (4) two instructors

        (5) 12 students (top capacity with present equipment)

    c. Staff Cryptographic Course

        (1) Training in physical, cryptographic, and transmission security; special systems, special procedures; and special cover plans.

        (2) 120 hrs for O/SO and O/PC personnel; 160 hrs for Commo

        (3) Continuing basis - weekly or bi-weekly

        (4) 4 instructors currently (plan to use 10)

        (5) 12 students to one instructor

    d. Teletype Procedures Course

        (1) Instruction in teletype vocabulary, equipment, Baudot code, teletype procedures and operating procedures.

        (2) 3 weeks duration

        (3) Classes every 3rd week

        (4) 2 instructors

        (5) 16 students (maximum)

    e. Clandestine Radio Course

        (1) Trains students in the operation and maintenance of specific equipment for their assignment.

        (2) Time required for course depends on students ability to learn, his past experience, and his projected assignment.

(3) Frequency depends on the availability of instructors.
(4) Students are trained on an individual basis
(5) Nine instructors
(6) Students dependent upon security requirements

f. Clandestine Cryptographic Course

(1) Train students to qualify for performance of clandestine cryptographic duties
(2) No definite length - depends on student and assignment
(3) Frequency depends upon availability of instructors
(4) Same personnel as in Clandestine Radio Course

25X1

(2) Duration depends upon student's requirement
(3) Given as often as required
(4) One instructor
(5) 1 to 3 students

5. O/CD

a. Conducts no formal training courses.

b. Maintains a constant on-the-job training process geared to the general requirements of the Office and to the specific requirements of each Division and its Branches.

c. Machine Division has sent about 40 employees to the IBM school in past two years.

d. MD has arranged for the enrollment of supervisors from other Divisions in the executive course in IBM usage at the Endicott School.

6. O/IC

a. Conducts no training programs.

7. O/SO

a. Beginning Russian

(1) Given to personnel in a certain division
(2) After office hours classes
(3) 3 months' duration.

(4) Instruction and student attendance is on a voluntary basis.

(5) It is a continuing program limited to 6 students per course.

(6) This is set up for covert operational personnel.

b. On-the-job training is given to all O/SO ~~employees~~ *personnel in* TR (c), designed to fit the individual's specific needs.

c. (Proposed) Treatment of Linguistic Problems in <u>Chinese</u> Intelligence Reports.

    (1) Three 1-hour lectures

    (2) Designed to assist personnel in handling reports (Chinese names, place names, etc.)

d. (Proposed) Structure of Chinese characters

    (1) Designed to enable certain personnel to use the Chinese Cable Code Book

8. O/CI

a. Visits to certain geographic areas for familiarization or refresher training (9)

b. Attendance at conferences held in an intelligence officers area (2)

c. Attendance at 6 weeks seminars held on pertinent areas at universities in this country (3)

d. Source evaluation and exploitation (internal O/CI orientation course - now being planned) (for all O/CI Intelligence Officers)

e. Trips for evaluation and exploitation of certain especially sensitive sources (2) (planned for 1952)

f. Lectures on background knowledge of geographic areas (planned) for all O/CI analysts (both new and old)

g. Exchange program with State's Foreign Service and with O/SO so that O/CI analysts can gain additional knowledge of their areas (planned)